

Converting Pipe-Delimited ASCII Text Files into Microsoft Excel 2002

Using the Windows XP 2002 Professional Operating System with Service Pack 2 (SP2)

Note: Participants **must** return Address Lists and Address Count Lists in the predefined, pipe-delimited ASCII text file format specified by the Census Bureau.

Summary: This document covers:

- Setting the pipe symbol as the default delimiter
- Converting a computer-readable predefined pipe-delimited ASCII text file into Excel

Set the Pipe Symbol as the Default Delimiter

1. From the Microsoft (MS) **Start** button on the MS Windows task bar, highlight **Settings** and select the **Control Panel**. In the **Control Panel** window select **Regional and Language Options**.
 2. In the **Regional and Language Options** window, select the **Regional Options** tab, click the **Customize...** button.
 3. In the **Customize Regional Options** window, select the **Numbers** tab.
 4. Set the **List Separator** field to a pipe-delimited symbol | by pressing **Shift** and |.
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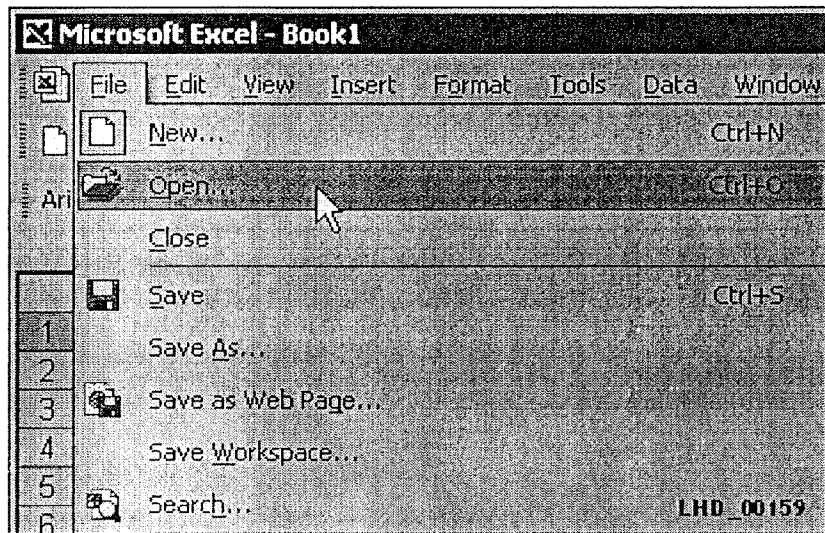
Note: The pipe symbol is usually located on the same key as with the backslash symbol, but may be found elsewhere on the keyboard.



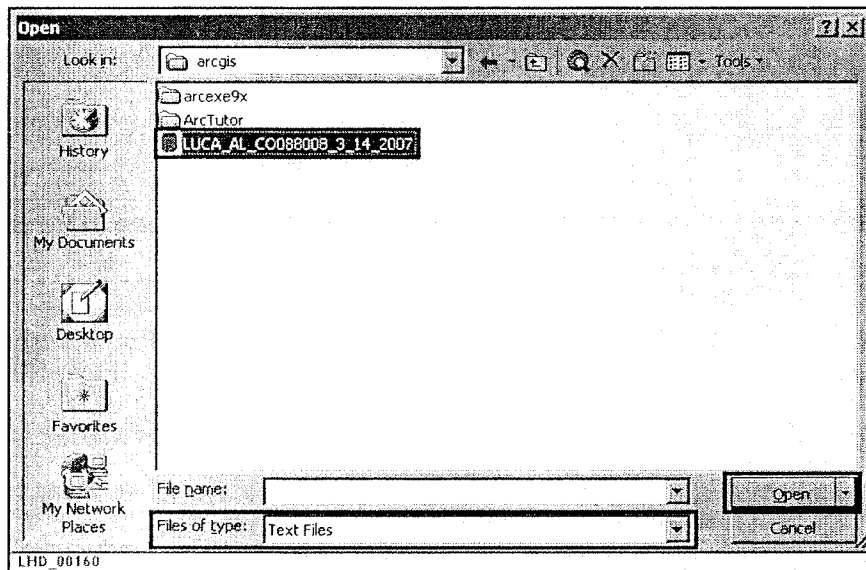
5. Click **OK** to close the **Customize Regional Options** window.
6. Click **OK** to close the **Regional and Language Options** window.

Convert the ASCII predefined local address file into MS Excel 2002

7. Open MS Excel 2002.
8. In the menu bar, click **File**, and then click **Open**.

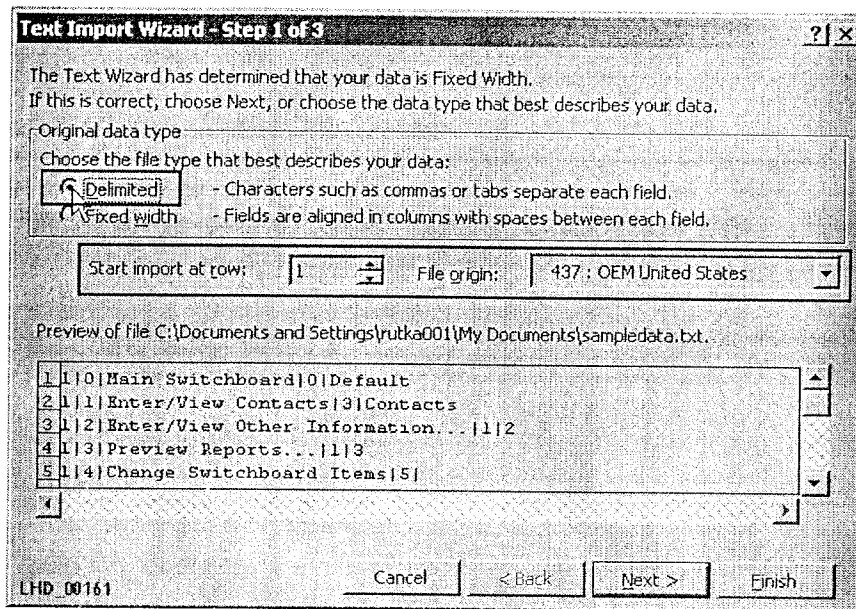


9. In the **Open** window, navigate to the folder containing the text file. Verify the **Files of type:** drop-down box is set to **Text Files**.
10. Select the census data text file and click **Open**.

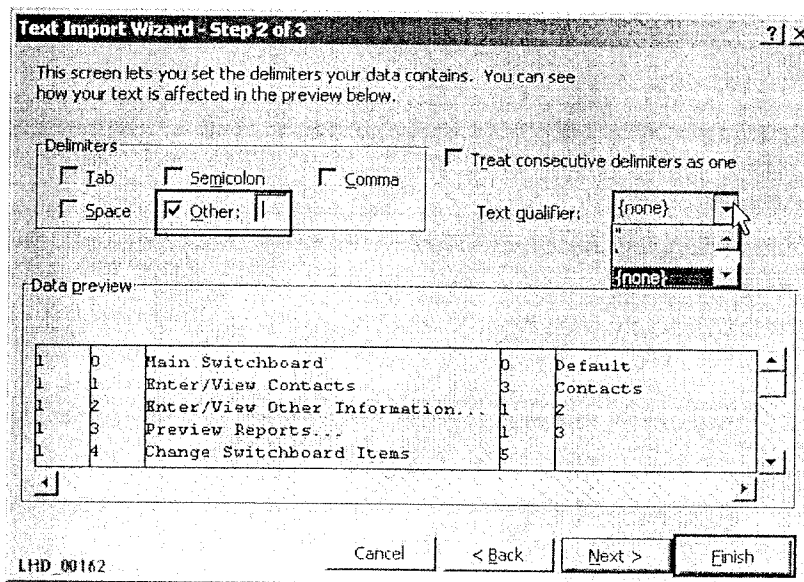


Note: The Text Import Wizard will walk you through the import process.

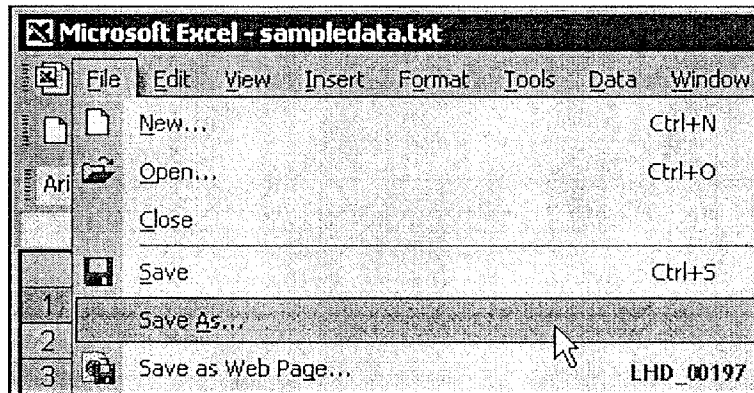
11. In the **Text Import Wizard – Step 1 of 3** window select **Delimited** for **Original data type**. Set **Start import at row:** to 1 and **File origin** as **437 : OEM United States**. Click **Next**.



12. In the **Text Import Wizard – Step 2 of 3** window, select **Other** in the **Delimiters** section and insert the pipe symbol "|" in the blank field. In the **Text qualifier:** drop-down box select **{none}**. Click **Finish**.



13. The text data will be visible in Excel. In the menu bar click **File** and select **Save As...**



14. In the **Save As** window set the **Save as type:** to **Microsoft Excel Workbook** and then click **Save**.

